

Report Date: 26 Feb 2014

**Summary Report for Individual Task
805A-36B-4003
Perform Deputy Disbursing Officer Functions
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are appointed as a Deputy Disbursing Officer with access to: a. DoD Financial Management Regulation 7000.14-R, Volume 5, Disbursing Policy and Procedures. b. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation. c. DDO Financial Systems. d. Standard Disbursing Office Equipment. e. Electronic Funds Transfer (EFT) Transactions. f. OTCnet. Vault. g. Standard Disbursing Forms. This task should not be trained in MOPP.

Standard: Perform DDO operations with 100% accuracy and accountability of all daily disbursing functions by completing the following steps:

1. Exercise DDS administration functions to maintain users, user access, office set-up, data flow, and table maintenance.
2. Funding Operations
3. Safeguard Public Funds.
4. Disbursing Operations
5. Financial Systems
6. Electronic Funds Transfer (EFT)
7. Treasury Checks/Dishonored Checks
8. Prepare accountability reports
9. Close business day
10. Month End Close Out

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: You are appointed as a Deputy Disbursing Officer with access to:

- a. DoDFMR 7000.14-R, Volume 5.
- b. DFAS 37-1
- c. DDS
- e. SRD-1
- g. Standard Disbursing Office Equipment
- h. Fed Line
- i. Cash Link (ITS.GOV)
- j. PCC/OTC
- k. Vault
- l. IPAC
- m. Standard Disbursing Forms

DANGER

DANGER
None

WARNING

WARNING
None

CAUTION

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Log into DDS.
2. Change Business date and Exchange Rate.
 - a. System will prompt this change.
 - b. Add exchange rate as provided/ needed.
3. User set up and user maintenance.
4. Perform vault maintenance and cash management.
5. Funding Operations.
 - a. Advance funds to sub agents.
 - b. Issue Remote File Transfer (RFT).
6. Safeguard Public Funds.
 - a. Security forms (ie SF 700, SF 701, SF 702).
 - b. Ensuring proper transportation of funds (ie Appointed courier, DD Form 1081, DD Form 165).
 - c. Ensuring funds container comply with regulatory guidance.
7. Perform Disbursing Operations.
 - a. Advancing funds to sub agents.
 - b. Processing of funds returned from sub agents.
 - c. Accepting, issuing or returning RFT.
 - d. Confiscate, Counterfeit & Mutilated currency management.
 - e. Conduct clearing cell operations.
 - f. Review and Validate sub agent daily business.
 - g. Prevent spillage.
8. Financial Systems/ Interfaces.
 - a. Collection Information Repository (CIR).
 - b. Payment Information Repository (PIR).
 - c. Over the Counter Channel Application (OTCnet).

- d. International Treasury Services (ITS).
- e. Deployable Disbursing System (DDS).
- f. Remote File Transfer (RFT).
- g. General Funds Enterprise Business System (GFEBS).

(1) Ready to pay file.

(2) Post payment file.

h. CAPS.

i. STANFINS.

9. Electronic Funds Transfer (EFT) Transactions.

- a. Create Manual (Domestics or International EFT).
- b. Upload CAPS- W Interface File.
- c. Upload GFEBS Ready to Pay Interface File.
- d. Create Domestic or International EFT File.
- e. Create GFEBS Download File.
- f. Upload Domestic or International EFT File (ITS.gov).
- g. Access ITS.gov for Posting of the Five day Rate.
- h. Retrieve a Domestic or International ITS.gov or PIR EFT Reject.
- i. Process Manual Domestic or International EFT Reject.
- j. Process Domestic ITS.gov EFT Reject.
- k. Process Domestic ITS.gov EFT Reject with GFEBS line of accounting.

10. Treasury Checks/Dishonored Checks.

- a. Create Treasury Check for manual payment.
- b. Process canceled or undelivered checks (SF 1098).
- c. Process check for cash (funding mission).
- d. Retrieve OTCnet debit voucher (SF 5515).
- e. Retrieve check image from OTCnet.

f. Input debit voucher (SF 5515) for dishonored check in DDS.

g. Clear dishonored check.

11. Prepare Accountability Reports.

a. DD Form 1081.

b. DD Form 2665.

c. DD Form 2657.

d. SF form 1219.

e. Disbursement and Collection Vouchers.

(1) Loss of Funds (OF 1017-G).

(a) Maintain DD form 2667.

(b) Input.

(c) Recoup.

(d) Relief.

f. DD form 1131.

g. SF 1034.

h. AUT.

i. SCOUT.

j. Limited Depository Account (LDA).

(1) Establish LDA in DDS.

(2) Deposit funds to DDO's LDA.

(3) Cash withdraw from LDA.

(4) Advance funds to agent's LDA.

(5) Post payments to LDA.

(6) Post Interest/Service charges to LDA.

(7) Reconcile LDA.

12. Close Business Day.

a. Clear sub agents.

(1) RFT.

(2) SF form 1081.

(3) OTCnet batch.

(4) SVC Sales.

(5) SVC Loads.

(6) Cash Collection Vouchers.

(7) Disbursement Vouchers.

b. Prepare DD form 2657.

c. Process disbursement and collection vouchers.

d. Finalize DD form 2657.

e. Generate STANFINS File.

f. Generate EDA File.

g. Generate ODS File.

h. Generate CAPS-W download File.

i. Process Voucher Control Log (DD form 2659).

j. Generate Savings Deposit Program Interface File.

k. Close DDS and conduct back up and export procedures as required.

13. Month End Close Out.

a. Check block on the last day of accounting period (DD form 2667).

b. Level 8 Report (Checks/EFT for cash).

c. SF 1179 (Treasury Check Issue Summary).

d. DELMARS Report (Debits and Deposits).

e. SF 1219 (Statement of Accountability).

f. SF 1149 (if the DDO has LDA).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Logged into DDS.			
2. Changed Business Date and Exchange Rate.			
3. Conducted User set up and user maintenance.			
4. Performed vault maintenance and cash management.			
5. Funding Operations.			
a. Advanced funds to sub agents.			
b. Issued Remote File Transfer (RFT).			
6. Safeguarded Public Funds.			
a. Security forms (ie. SF form 700, SF form 701, SF form 702).			
b. Ensuring proper transportation of funds (ie. Appointed courier, DD form 1081, DD form 165).			
c. Ensuring funds container comply with regulatory guidance.			
7. Performed Disbursing Operations.			
a. Advancing funds to sub agents.			
b. Processing of funds returned from sub agents.			
c. Accepting, Issuing or Returning RFT.			
d. Confiscated, Counterfeit & Mutilated currency management.			
e. Conduct Clearing Cell Operations.			
(1) Review and Validate sub agent daily business.			
(2) Spillage Prevention.			
8. Identified Financial Systems/Interfaces.			
a. Collection Information Repository (CIR).			
b. Payment Information Repository (PIR).			
c. Over the Counter Channel Application (OTCnet).			
d. International Treasury Services (ITS.gov).			
e. Deployable Disbursing System (DDS).			
f. Remote File Transfer (RFT).			
g. General Funds Enterprise Business System (GFEBS).			
(1) Ready to pay file.			
(2) Post payment file.			
h. CAPS.			
i. STANFINS.			
9. Electronic Funds Transfer (EFT) Transactions.			
a. Created Manual (Domestics or International EFT).			
b. Uploaded CAPS- W Interface File.			
c. Uploaded GFEBS Ready to Pay Interface File.			
d. Created Domestic or International EFT File.			
e. Created GFEBS Download File.			
f. Uploaded Domestic or International EFT File (ITS.gov).			
g. Accessed ITS.gov for Posting of the Five day Rate.			
h. Retrieved a Domestic or International ITS.gov or PIR EFT Reject.			
i. Processed Manual Domestic or International EFT Reject.			
j. Processed Domestic ITS.gov EFT Reject.			
k. Processed Domestic ITS.gov EFT Reject with GFEBS line of accounting.			
10. Treasury Checks/Dishonored Checks.			
a. Created Treasury Check for manual payment.			
b. Processed canceled or undelivered checks (SF 1098).			
c. Processed check for cash (funding mission).			
d. Retrieved OTCnet debit voucher (SF 5515).			
e. Retrieved check image from OTCnet.			

f. Inputted debit voucher (SF 5515) for dishonored check in DDS.			
g. Cleared dishonored check.			
11. Prepared Accountability Reports.			
a. DD Form 1081.			
b. DD Form 2665.			
c. DD Form 2657.			
d. SF form 1219.			
e. Disbursement and Collection Vouchers.			
(1) Loss of Funds (OF 1017-G).			
(a) Maintain DD form 2667.			
(b) Input.			
(c) Recoup.			
(d) Relief.			
f. DD form 1131.			
g. SF 1034.			
h. AUT.			
i. SCOUT.			
j. Maintained Limited Depository Account (LDA).			
(1) Establish LDA in DDS.			
(2) Deposit funds to DDO's LDA.			
(3) Cash withdraw from LDA.			
(4) Advance funds to agent's LDA.			
(5) Post payments to LDA.			
(6) Post Interest/Service charges to LDA.			
(7) Reconcile LDA.			
12. Closed Business Day.			
a. Cleared sub agents.			
(1) RFT.			
(2) SF form 1081.			
(3) OTCnet batch.			
(4) SVC Sales.			
(5) SVC Loads.			
(6) Cash Collection Vouchers.			
(7) Disbursement Vouchers.			
b. Prepared DD form 2657.			
c. Processed disbursement and collection vouchers.			
d. Finalized DD form 2657.			
e. Generated STANFINS File.			
f. Generated EDA File.			
g. Generated ODS File.			
h. Generated CAPS-W download File.			
i. Processed Voucher Control Log (DD form 2659).			
j. Generated Savings Deposit Program Interface File.			
k. Closed DDS and conducted back up and export procedures as required.			
13. Conducted Month End Close Out Procedures.			
a. Check block on the last day of accounting period (DD form 2667).			
b. Level 8 Report (Checks/EFT for cash).			
c. SF 1179 (Treasury Check Issue Summary).			
d. DELMARS Report (Debits and Deposits).			
e. SF 1219 (Statement of Accountability).			
f. SF 1149 (if the DDO has LDA).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	DD FORM 2657	DAILY STATEMENT OF ACCOUNTABILITY	Yes	No
	DODFMR 7000.14-R, VOL 5	Department of Defense Financial Management Regulation, Volume 5, Disbursing Policy and Procedures	Yes	No
	OMB CIRCULAR NO. A-123	Internal Control Systems	Yes	No
	STANFINS USER MAN.	Standard Financial System User Manual	Yes	No
	USER MANUAL-DDS	DDS User Manual	Yes	No
	USERS MANUAL-DMO	Defense Military Pay Office Suite User's Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805A-36B-1013	Perform Cashier Functions	805A - Financial Management (Individual)	Approved
805A-36B-4006	Manage a Limited Depositary Account	805A - Financial Management (Individual)	Approved
805A-36B-2003	Process Electronic Funds Transfer (EFT) Transactions	805A - Financial Management (Individual)	Approved
805A-36B-3505	Process Irregularities	805A - Financial Management (Individual)	Approved
805A-36B-4412	Verify Prepared Treasury Checks	805A - Financial Management (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
14-2-8002	Perform Disbursing Operations	14 - Finance (Collective)	Approved
14-8-0007	Monitor Disbursing Support	14 - Finance (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
36B - Financial Management Technician - SL4	Enlisted	MOS: 36B, Skill Level: SL4